

RULES OF THE NEWLYN ARCHIVE

1. TITLE

The Association shall be called The Newlyn Archive.

2. OBJECTS

The objectives of the Association shall be

to collect, preserve, store and share written, pictorial and oral materials relating to the history of Newlyn;

to provide a weekly opening for visitors to share information, donate documents or consult the archive;

to hold periodic open days when there are films, photographic displays, competitions and activities in which old and young can participate and become involved with the archive;

to provide a service to people from further afield through which information can be exchanged by email, letter or telephone so that the resources of the archive are shared with the widest community associated with Newlyn.

3. MEMBERSHIP

(a) The association is a voluntary organisation of Friends of the Newlyn Archive and is open to individuals and organisations who submit their wish to become a Friend or a Corporate Friend.

(b) The Committee has the right to refuse membership as they see fit. The reasons for refusal will be given in writing to the applicant.

4. SUBSCRIPTION

There will be an annual subscription and a life subscription. These will be set at £5 Annual Friendship and £100 Life Friendship. An increase in the subscription should be brought to the attention of the AGM and agreed by the membership before being implemented the following year.

5. ADMINISTRATION

(a) The affairs of the Newlyn Archive shall be managed by a Committee consisting of:

(i) Three officers: a Chairperson, a Treasurer and a Secretary

(ii) Six ordinary Committee Members

(iii) One committee member nominated by Trinity Centre

(iv) The archivist shall be *ex officio*

(v) Up to three co-opted members at the discretion of the Committee, as and when required

(b) The Committee members shall be proposed, seconded and elected by ballot at an Annual Meeting of Friends of the Archive each year and shall remain in office until their successors are elected at the next Annual General Meeting. Any vacancy occurring by resignation or otherwise may be filled by the Committee. Retiring members of the Committee shall be eligible for re-election.

(c) The Annual General Meeting, if it thinks fit, may elect a President and Vice-Presidents.

6. COMMITTEE MEETINGS

(a) Committee meetings shall be held not less than quarterly subject to not less than seven days notice of a meeting.

(b) The quorum of the meeting shall be 3 including at least one officer

(c) Decisions of the Committee shall be made by a simple majority and in the event of equality of votes the Chairperson or the acting Chairperson of that meeting shall have an additional casting vote.

(d) The proceedings of all meetings shall be minuted.

7. SUB-COMMITTEES

The Committee may from time to time appoint from among their number such sub-committees as they may consider necessary, and may delegate to them such of the powers and duties of the Committee as the Committee members may determine. All sub-committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee. Officers may be members *ex officio* of all such sub-committees,

8. Annual General Meeting

(a) The Annual General Meeting of the Association shall be held each year to transact the following business:—

(i) To receive the Chairperson's report of the activities of the Association during the previous year

(ii) To receive audited accounts of the Association for the previous year, and the Treasurer's report as to the financial position of the Association

- (iii) To elect the Officers and other members of the Committee;
- (iv) To decide on any resolution which may be duly submitted in accordance with Rule 9

(b) Nominations for election of members to any office shall be made in writing by the proposer and seconder to the Secretary not less than 14 days before the Annual General Meeting.

(c) Notice of any resolution proposed to be moved at the Annual General Meeting shall be given in writing to the Secretary not less than 14 days before the meeting

9. Special General Meeting

A special General Meeting may be called at any time by the Committee and it shall be called within 28 days of receipt by the Secretary of a requisition in writing signed by not less than three members stating the purpose for which the meeting is required and the resolutions proposed.

10. Procedure at the Annual and Special General Meetings

(a) The Secretary shall send to each member at his/her last known address notice of the date of the General Meeting together with the resolutions to be proposed thereat at least 14 days before the meeting.

(b) The quorum for the Annual and Special General Meetings shall be 3.

(c) The Chairperson, or in his/her absence a member selected by the Committee shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson shall have a casting vote.

(d) The Secretary, or in his/her absence a member of the Committee, shall take minutes at Annual and Special General Meetings.

(e) Voting rights: An individual Friend or a Corporate Friend shall have one vote

11. Alteration of the Rules

The rules may be altered by resolution at an Annual or Special General Meeting provided that the resolution is carried by a majority of at least two-thirds of Friends present at the General Meeting.

12. Bye-Laws

The Committee shall have power to make, repeal and amend such bye-laws as they may from time to time consider necessary for the well being of the Association, which bye-laws, repeals, and amendments shall have effect until set aside by the Committee or at a General Meeting.

13. Finance

(a) All monies payable to the Association shall be received by the Treasurer and deposited in a bank account in the name of the Association. No sum shall be drawn from that account except by cheque signed by the Treasurer and one other signatory nominated by the Committee. Any moneys not required for immediate use may be invested as the Committee in their discretion think fit.

(b) The income and property of the Association shall be applied only in furtherance of the objects of the Association and no part thereof shall be paid by way of bonus, dividend or profit to any members of the Association, save as set out in Rule 13(c).

(c) The Committee shall have power to authorise the payment of remuneration and expense to any officer, member or employee of the Association and to any other person or persons for services rendered to the Association.

(d) The financial transactions of the Association shall be recorded in a proper set of accounts by the Treasurer.

14. Dissolution

(a) A resolution to dissolve the Association shall only be proposed at a Special General Meeting and shall only be carried by a majority of at least three-quarters of the Friends present.

(b) The dissolution shall take effect from the date of the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Association.

(c) In the event of the organisation winding up, any assets remaining after payment of debts should be given to another charitable or not for profit group with similar aims.

D Tredinnick, Chairman

19/11/2011